

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**POSITION VACANCY ANNOUNCEMENT**

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**CHILD AND FAMILY SERVICES AGENCY**  
**HUMAN RESOURCES ADMINISTRATION**

**ANNOUNCEMENT NO:** CFSA-08-P080

**POSITION:** Resource Development Specialist  
DS-301-12

**OPENING DATE:** 6/17/08

**CLOSING DATE:** 06/30/08

**IF "OPEN UNTIL FILLED"**

**SALARY RANGE:** DS-12 \$62,499-\$79,959

**WORK SITE:** WASHINGTON, D.C.

**TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.

Monday – Friday

Contingent upon workload needs will  
require weekend hours

**PROMOTION POTENTIAL:** DS-12

**AREA OF CONSIDERATION:** Unlimited

**NO. OF VACANCIES:** One

**AGENCY:** Child and Family Services Agency (CFSA), Office of the Deputy Director for Program  
Operations (ODDPO), Placement Services Administration (PSA)

**DURATION OF APPOINTMENT:** | ☒ | **Permanent** | | Term (13 months to 4 years) NTE: \_\_\_\_\_

| | Temporary (Up to 1 year, Not-to-Exceed) \_\_\_\_\_

| ☒ | **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

| | **This position IS NOT in a collective bargaining unit.**

**RESIDENCY PREFERENCE AMENDMENT ACT:** An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent is responsible for providing assessment services for youth and appropriate matching to all placement resources. Gathers documentation and reviews referral information. Maintains contact with placement service providers. Coordinates and assures allocation of needed services by working with contracted placement resources and other Administrations within CFSA. Assists in maintaining children's placements by communicating with the assigned child's social workers and/or foster parent care and chronicles historic patterns of difficulty when they occur in a given family foster home. Serves as a focal point for communication and remediation of all such concerns as they may involve the court, other social workers and supervisors, other support units of the CFSA, or the external legal and professional community. Identifies areas of need in foster care system and communicates those needs with Office of Licensing and Monitoring. Serves as the liaison for the agency with the foster parent and congregate care providers. Prepares for and participates in disruption conferences, court and administrative reviews and Family Team Meetings as required. Provides consultation to the placement units based on interaction with the Resource Parent community so that placement matching can be recommended upon a child's entry into care or re-placement. Participates in the on-call duties on a monthly rotation schedule with other Resource Development Specialists in the Placement Services Administration. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.**

**SELECTIVE PLACEMENT FACTORS:**

Requires data entry into FACES system

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of social work principles and practices and skill in providing individual and small group brief training techniques;
2. General knowledge of educational and social services, eligibility criteria, admission standards, referral procedures, community and collaborative resources and other agencies with serve children in foster care and their foster families;
3. General knowledge of the operations, characteristics, functions and objectives of the District government, D.C. Law 2-22 and other appropriate jurisdictions' foster care and social work program, CFSA and related social services;
4. Ability to communicate both orally and in writing; and effectively represent placement resources in court and other areas as needed;
5. Familiarity with educational, training, psychiatric, psychological, and medical practices used by CFSA placement resources;

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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<b>MAIL TO:</b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b>WALK-INS:</b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b>TO APPLY:</b>		<b>WEBSITE:</b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b>FAX TO:</b>	<b>(202) 727-5750</b>	<b>TELEPHONE:</b>	<b>(202) 724-7373</b>
<b>EMAIL TO:</b>	<b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>		

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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